1. Open Microsoft Outlook. The location of the icon will vary from computer to computer but it typically looks something like this.

![Microsoft Outlook 2010 icon](image)

2. At the Welcome screen of the set up wizard click next.

![Microsoft Outlook 2010 Startup window](image)
3. At the next screen leave the selection as “yes” and then click next.
4. At the Add New Account screen enter your name, your e-mail address (firstname.lastname@pastoral.org), and your password twice, then click next.
5. Outlook will communicate with the e-mail server and find the settings for your account. When it is done you will see 3 green check marks and then you can click Finish.
6. Outlook will want to close in order to finish adding your account. Click OK.
7. The next time you open outlook you may see a small window asking for your password. Enter your password and, if you would like, click the “Remember my credentials” box so the computer will remember your password in the future. Then click OK.
7. Outlook will then open and show you your email.

Good morning,

Bishop Medley has asked me to share with you the attached document with the current listing of Priest assignments for June 2014.

Blessings,
Kathy

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"Rejoice in the Lord always. I shall say it again: Rejoice! Your kindness should be known to all."